

Virginia Department of Education  
Office of Career and Technical Education  
Procedures for Preparing Carl D. Perkins Reimbursement Request  
For Fiscal Year 2006-2007

Page 1: Reimbursement Cover Page

1. List the name of your school division.
2. Check the number corresponding to this request and also mark if final request.
3. The period of time the request is applicable, (e.g., 9/01/05 to 10/29/05).
4. Total amount of your approved allocation as approved in your local plan on the CTEMS Schedule 2.
5. Amount of reimbursement you have claimed to date.
6. Amount of reimbursement you are claiming on this request. This should match the total of column six on page two.
7. Balance of Perkins Allocation.
8. The name of the person who prepared the request.
9. The fax number of the person who prepared the request.
10. The phone number of the person who prepared the request.
11. The email address of the person who prepared the request.
12. The date the Career and Technical Administrator signs the request.
13. The signature of Career and Technical Administrator.
14. The date that the Superintendent or Authorized Signature signs the request.
15. The signature of the Superintendent or Authorized Signature.
16. The bottom of the form will be completed by the Department of Education.

Page 2: Project Expenditures Summary Ledger:  
(Summary of Salary and Fixed Charges Sheet and Federal Project  
Documentation Pages)

1. List the name of your school division.

2. Check the number corresponding to this request and also mark if final request.
3. The period of time the request is applicable, (e.g., 9/01/05 to 10/29/05).
4. Description of Expenditure Accounts.
5. Object Codes.
6. Expenses Charged to Federal Allocation for this period will be a summary of all the invoices listed per object code on the detailed description pages attached. The total of this column is the figure for number 6 on the first page.

Page 3: Salary and Fixed Charges

1. List the name of your school division.
2. Check the number corresponding to this request and also mark if final request.
3. The period of time the request is applicable, (e.g., 9/01/06 to 10/29/06).
4. Personal Services.
5. Amount of salary claimed in this reimbursement for the teacher or administrator.
6. Benefits paid out in association with this teacher or administrator.
7. Total all items.

Page 4: Federal Project Documentation  
(Make Copies as Needed)

1. List the name of your school division.
2. Check the number corresponding to this request and also mark if final request.
3. The period of time the request is applicable, (e.g., 9/01/06 to 10/29/06).
4. List the vendor name.
5. Give an item description.
6. List the object code that corresponds to the item.
7. List check or voucher number
8. Date of payment

9. Amount of item.

10. Subtotal all items.

11. Total of all items on Federal Project Documentation Pages